

	<div>Montana Operations Manual</div> <div><i>Policy</i></div>	Policy Number	2.03
		Effective Date	August 15, 2006
		Last Revised	December 19, 2011
Issuing Authority	Department of Administration		
Risk Management Network			

## **I. Purpose**

This policy and procedure outlines the responsibilities, organization, and meeting/public notice requirements of the state Risk Management Advisory Council.

## **II. Definitions**

The state Risk Management Advisory Council is an advisory board appointed by the Director of the Department of Administration.

## **III. Responsibilities**

The state Risk Management Advisory Council is established by executive order and serves in an advisory capacity to:

- A. Provide recommendations to the Department of Administration on the organization and structure of the state's property/casualty insurance program;
- B. Provide recommendations on processes and measures to improve the efficiency of the state's claims administration processes.
- C. Provide recommendations on ways to mitigate claims through loss prevention processes, training, and policies/procedures.

## **IV. Organization**

The Risk Management Advisory Council shall be comprised as follows:

- A. The Director of the Department of Administration or his/her designee shall serve as the chairperson.
- B. Three public self-insureds.
- C. Two private self-insured.
- D. An Insurance Agent.

Advisory Council members serve at the pleasure of the Director of the Department of Administration and the Governor.

**V. Public Meetings, Notices, and Correspondence**

- A. The full committee shall convene at least annually. Subcommittees consisting of uniform or similar risk management issues shall convene from time to time as requested by the Chairperson.
- B. At a minimum, public notification is required concerning the adoption or amendment of any rule, regulation, guideline or policy, including those that affect only the Risk Management & Tort Defense Division or state government, even when the subject is purely technical; or when there is a decision to procure goods or services, competitively.
- C. Meeting notices shall include an agenda with detail actions, handouts, and shall be posted on the Risk Management & Tort Defense Division's website, on the state's electronic calendar, and be provided to those who have previously shown an interest in the matter at least 72 hours prior to the meeting.
- D. All meeting correspondence shall make notice of the Risk Management & Tort Defense Division's intent to offer reasonable accommodations for those with disabilities and provide a contact name, address, phone number, mailing and e-mail addresses, including where to seek special needs or for ADA accommodation.
- E. Council members shall receive regular training on their duties and other important matters including participation in public meetings.

**VI. Compensation**

Unless the member is a full time officer or employee of this state or its political subdivisions, they are entitled to be paid \$25 for each meeting day. All members are eligible for reimbursement of reasonable travel expenses as provided in 2-18-501, MCA through 2-18-503, MCA.

**VII. Rules Governing**

None

**VIII. Statutes Governing**

2-18-501, MCA through 2-18-503, MCA

**IX. Forms**

None

**X. Administrative Use**

<b>History Log</b>	
Approved Date:	August 15, 2006
Effective Date:	August 15, 2006
Change and Review Contact:	<u>Brett Dahl</u>
Review:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	Five years from Effective Date
Last Review/Revision:	December 19, 2011
Changes:	